

## POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Laundry Machine Operator  
FLSA: Non-Exempt

Pay plan/Series/Level: NA-7305-03

Citations: US OPM FWS JGS, Laundry Machine Operator, 7305, 2/69.

US OPM FWS JGS, Presser, 1/69.

US OPM FWS JGS, Laborer, 12/96.

**Supervisory Controls:** Work is performed under general supervision and reviewed for compliance with instructions and standards of production and quality. Supervisory assistance is readily available for matters of a non-routine nature.

**Major Duties:** Performs work in support of the in-house laundry operation. Operates commercial laundry machines to wash bulk laundry items. Receives items from laundry workers; loads and unloads items into and out of washing machines and dryers. Ensures proper sort, loading capacity, cleaning solvents and correct settings for operation of machinery. Folds, stacks, bundles, and tags finished items. Operates a press for ironing. Maintains stock and the cleanliness of laundry area.

**Skill and Knowledge:** Must have knowledge of loading capacities of tumblers, extractors, or conditioners; the performance capabilities of laundry equipment; of the types and purposes of cleaning solvents. A basic knowledge of the different types of linen and how they should be laundered is also required. Incumbent must be able to perform troubleshooting and minor repair and maintenance of equipment.

**Responsibility:** Works according to set procedures and production schedules. Oral instructions are provided about how the work should be done and the incumbent is responsible for following instructions and complying with standard methods and procedures on production and quality.

**Physical Effort:** Required standing and walking on hard surfaces with some bending, lifting and carrying of items weighing up to 50 pounds, e.g., pulling wet laundry from washer, pushing heavy carts, and lifting bundles of laundry.

**Working Conditions:** Works inside in areas that are noisy, hot and humid. Exposed to the possibility of bruises from moving carts or falls on wet floors in the washing area.